CENTRAL INSTITUTE OF TECHNOLOGY, KOKRAJHAR
(Centrally Funded Institute under Ministry of HRD, Govt. of India)
KOKRAJHAR :: B.T.C. :: ASSAM :: 783370

Annexure-IX

ACADEMIC REGULATIONS

SPECIFIC TO

UNDER GRADUATE PROGRAMME

B.TECH DEGREE

IN

CIT KOKRAJHAR

CENTRAL INSTITUTE OF TECHNOLOGY, KOKRAJHAR
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Regulation for Four Year B. Tech Programmes

1. Short Title: This regulation may be called Regulations for Four B.Tech Programmes.

2. Date of Commencement: It shall come into force immediately from the date of its adoption by the Executive Council.

3. Definitions: In this Regulation unless there is anything repugnant in the subject or context,

    a. 'Act' means the Gauhati University Act, 1947 as amended up-to-date.

    b. 'Government' means the Government of India.

    c. 'State Government' means the Government of the State of Assam.

    d. 'CIT' means Central Institute of Technology.

    e. 'HRD' means Human Resource Development.

    f. 'BoG' means Board of Governors.

    g. 'BTC' means Bodoland Territorial Council.

    h. 'Institute' means Central Institute of Technology, Kokrajhar wherein the Four year B.Tech programmes will be conducted.

    i. 'Course' means a paper, say, Linear Algebra in Mathematics.

    j. 'Programme' means Four Year B.Tech Programmes.

    k. 'HoD' means Head of the Department.

    l. CGPA means Cumulative Grade Point Average

    m. SGPA means Semester Grade Point Average

    n. DCCS means Department Committee of Courses and Syllabi

    o. ICCS means Institute Committee of Courses and Syllabi

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1. ACADEMIC CALENDAR

Each academic session is divided into two semesters of approximately 18 weeks duration: an odd semester (August-December) and an even semester (January-May).

In addition, there may be a summer semester (June-July) for students requiring make-up examination(s) to cover deficiencies, if any, for completion of courses.

The schedule of academic activities for a session, inclusive of dates for admission, semester examinations, inter-semester breaks etc., approved by the Academic Council shall be laid down in the Academic Calendar for the session.

2. ADMISSION

The number of seats in each branch of the undergraduate programme for which admission is to be made will be decided by the Board of Governors (BoG) of the Institute/ Appropriate Authority. Reservation of seats would be as per Institute Rules specified by the BoG of the Institute, subject to fulfillment of eligibility criteria. The admission process will be coordinated by the Admission Committee formed from time to time.

The minimum marks will be 50% at 10+2 level for admission into the 4-year Degree Programmes subject to the condition that the student fulfills other criteria of admission. There will be a relaxation of 5% marks in case of reserved category (SC/ST) of students.

Admission to all courses will be made in the odd semester of each session, at the first year level under a Common Admission Process (CAP). The Admission Process will be notified at appropriate time each year and published in form of a brochure.

If special cases of admission arise, the rules for such admission will be decided by the Admission Committee / Appropriate Authority.

If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Institute may revoke the admission of the candidate and report the matter to the Appropriate Authority for necessary action.

The Institute reserves the right to cancel the admission of any student and ask him / her to discontinue his / her studies at any stage of his / her career on the grounds of unsatisfactory academic performance or undisciplined conduct.

2.1 Pattern of Student Intake in Degree Courses:

Sl.No	Year	Intake	Remark
1	1st	30	40% of the seats are reserved for students having valid AIEEE score and 60% through CIT Degree Entrance Examination (CITDEE)
2	2nd	30	Direct Entry Students Promoted from 1st Year to 2nd year
		30	Diploma Pass CIT students. Vertical Entry. Cut off % to be notified.
		06	10% of 60 seats meant for Lateral Entry from other polytechnics as per AICTE mandatory requirements. This 10% is over and above the approved intake by AICTE, i.e. 60 in our case.
		66	66 will be the total strength of students in the 2nd year
3	3rd	66	Promoted from 2nd year
4	4th	66	Promoted from 3rd year

Terms of Reference:

Direct Entry   :   Intake of students into the 1st year of the 4 year B.Tech Programme.

Vertical Entry :   Intake of students into the 2nd year of the B.Tech Programme from the qualified CIT Diploma passed students for the 3 + 3 (3 years Diploma + 3 years Degree) Modular Programme.

Lateral Entry :   Intake of students into the 2nd year of the B.Tech Programme from other polytechnics and diploma offering institutions. Students with B.Sc. degree with Mathematics as a compulsory subject are also eligible for Lateral Entry.

2.2 Reservation of Seats:

For Direct Entry Intake of Students:
   i.   60% of the total seats will be reserved for qualified students from BTAD area.
   ii. 17% of the total seats will be reserved for qualified students from NE states excluding BTAD area.
   iii. 20% of the total seats will be reserved for qualified students from all India excluding NE states.
   iv. 3% of the total seats will be reserved for physically handicapped students. It will apply horizontally across the above 3 categories.

The selection of the serial number ii, iii & iv will follow the reservation policy as laid by central Government of India. In case the seats as mentioned serial number ii, iii & iv are not filled up by the respective candidates, the seat will be filled up the candidates from the BTC region.

2.3 Criteria of Intake of Students:

Lateral Entry seats will be open to students from all accredited Polytechnics as well as for CIT students who could not qualify for Vertical Entry.

In case any seats from Direct Entry and Vertical Entry categories are vacant then those seats will be open for Lateral Entry candidates.

Criteria for Admission into B.Tech Programme

- Intake of students through Direct Entry into the 1st year of the B.Tech Programme shall be through AIEEE and CITDEE. Minimum qualification shall be 10+2 with 50% for general candidates and 45% for ST and SC candidates.

- Intake of students through Vertical Entry into the 2nd year of the Modular B.Tech Programme shall be on the basis of marks at the Diploma level. Minimum qualifying mark shall be 65% for general candidates and 60% for ST and SC candidates.

- Intake of students through Lateral Entry into the 2nd year of the B.Tech Programme shall be on the basis of marks at the Diploma level and CIT LAT (Lateral Admission Test) conducted by CIT. At present the qualifying marks is 60% for General and OBC candidates relaxable by 5% for SC/ST candidates.

2.4 Roll Number Structure:

The roll number assigned to the students will be a 8-digit code. The breakup of the code is as below:
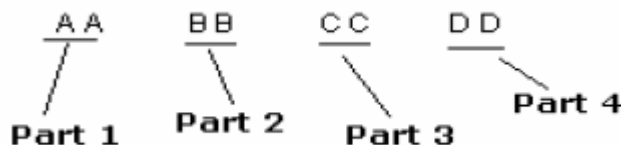
Part 1: It represents the affiliating University 'Gau' for Gauhati University.

Part 2: It represents the Institutional code provided by the University. For this case the available code is 'C':

Part 3: This part represents the year during which the students are admitted. For Lateral and Vertical entry students the year of admission is a year earlier than the year they actually enters into the institute.

Part 4: This part represents the serial number of the students in a programme as part of a branch. For Lateral and Vertical entry candidates this number will be preceded by the letter 'L' and the number following those after the Direct Entry students.

This roll number will be used for examination purpose as well. In student's identity cards, the roll number will be embedded as a bar code and will be used for all types of transactions with the Institute.

2.5. Course Description:

Various courses undertaken to complete the under graduate programmes in the institute are coded and have their distinct course names. Course Codes have FOUR parts "A B C D": where

1. 'A' stands for the branch in which the programme is undertaken, like 'EC' for Electronics & Communication Engineering, CS for Computer Science Engineering, IE for Instrumentation Engineering and FPT for Food Processing Technology.
2. 'B' stands for the Semester to which the courses belong. Here numerals 1 – 8 are used to denote the eight semesters.
3. 'C' stands for the type of the course, it is 0 (Zero) for a Compulsory Course, 1(one) for an Elective Course, 7 (seven) for a Lab and 9 (nine) for projects, seminars, trainings etc.
4. 'D' stands for Serial number, when there is more than one course of a type in a semester, eg. EC401, EC402 etc. specifying different compulsory courses in the Fourth semester.

3. ATTENDANCE

Attendance in all classes (Lectures, Tutorials, Laboratories, Practical and Workshops etc) **must be at least 75 percent** of the total classes. In Extra Academic Activities (EAC), i.e. NCC, NSS etc., if introduced, a student must attend at least 75 percent of the total classes as also the camps and some other pre-publicized programmes as specified under course requirements.

Students with shortage of attendance will not be allowed to write the semester examination and this would amount to **fail** in that subject concerned and a grade F will be reflected in the Grade Sheet.

Such students have to **Reregister** and go through the entire course once again.

4. LEAVE OF ABSENCE

If the period of leave is for a short duration (less than two weeks), prior application for leave shall have to be submitted to the Head of the Department (HoD) concerned stating fully the reasons for the leave requested for, along with supporting document(s). Such leave will be granted by the HoD.

Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the HoD provided he / she is satisfied with the explanation.

If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the HoD to Appropriate Authority. The decision will be made by the Appropriate Authority in consultation with the concerned HoD. In special cases the student may be asked to withdraw from the course for that particular semester because of long absence.

It will be the responsibility of the student to intimate the Superintendent of the hostel in which he / she is residing, and the concerned instructors regarding his / her absence before availing the leave.

In exceptional circumstances, Principal/ Appropriate Authority may relax any of the above requirements.

5. CONDUCT AND DISCIPLINE

Students must conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.

Ragging in any form is banned: acts of ragging will be considered as gross indiscipline and will be severely dealt with.

The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Ragging
- Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus
- Willful damage or stealthy removal of any property / belongings of the Institute / Hostel or of fellow students
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
- Noisy and unseemly behaviour, disturbing studies of fellow students.

- Hacking in computer systems (such as entering other person's area without prior permission, manipulation and / or damage of computer hardware and software etc)
- Any other act of gross indiscipline

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

For an offence committed in (a) a hostel, (b) a department or in a classroom and (c) elsewhere, the Warden, the HoD and the Dean / Appropriate Authority, respectively, shall have the authority to reprimand or impose fine.

All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee / Appropriate Authority.

All major acts of indiscipline, which may have serious implications on the general body of students, and / or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee, constituted by Appropriate Authority.

Cases of adoption of unfair means in an examination shall be reported to the Dean / Appropriate Authority for taking appropriate action.

In the event of a major punishment, the aggrieved party shall have the right to appeal to the Appropriate Authority.

5.1 ACADEMIC DISHONESTY

Academic values and standards are the shared responsibility of students, faculty and supporting staff. Academic dishonesty is any action or practice that provides the potential for an unfair advantage to an individual or a group of students.

Help to someone for an act of academic dishonest is as serious as receiving the help itself.
A student who cheats, gains an unfair advantage over honest students.

Some examples:
1) Copying with or without the other person's knowledge during an exam.
2) Giving or receiving answers by use of signals during an exam.
3) Doing class assignments for someone else.
4) Obtaining an unauthorized copy of a question paper in advance.
5) Using unauthorized notes during an exam.
6) Stealing class assignments from other students and submitting them as one's own.
7) Destroying work of other students.

8) Giving proxy attendance to someone else.
9) Making proxy phone calls on behalf of parents.
10) Producing forged letters as though written by the parents.
11) Producing false certificates for an academic advantage.

6. CHANGE OF BRANCH

Normally a student admitted to a particular branch of the undergraduate programme will continue studying in that branch till completion.

- However, in special cases the Institute may permit a student admitted to change from one branch of studies to another after the first two semesters. Such changes will be permitted, in accordance with the provisions laid down hereinafter, from any branch to any other branch within the programme.

- A student may be allowed to change his/her branch depending upon his/ her performance in the first two semesters. Such students should complete the course requirements of the switch over programme subsequently, maybe during the summer semesters. The course requirements will be formulated by the respective departments and approved by Appropriate Authority.

- Number of students allowed in the lateral entry scheme should not exceed 10% of the sanctioned intake of the branch.

Only those students will be eligible for consideration of a change of branch after the second semester, who have completed all the common course credits required in the first two semesters of their studies, in their first attempt, without having had to pass any course requirement in the summer term examination.

Applications for a change of branch must be made by intending eligible students in the prescribed form. The Institute will invite applications in the beginning of the odd semester of each academic year and the completed forms must be submitted by the last date specified in the notification.

Students may enlist up to two choices of branch, in order of preference, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.

Change of branch shall be made strictly in order of merit of the applicants. For this purpose the CGPA obtained at the end of the second semester shall be considered. In case of a tie, the rank of the applicants during admission will be considered.

The applicants may be allowed a change in branch, strictly in order of inter semester merit, subject to the limitation that the strength of a branch should not fall below the existing strength by more than ten percent and should not go above the sanctioned strength by more than ten percent.

All changes of branch made in accordance with the above rules will be effective from the third semester of the applicants concerned. No change of branch shall be permitted after this.

All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.

7. COURSE STRUCTURE

Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern:

7.1 General Guidelines:

The theory paper would have one credit for each hour of instruction per week in a semester. The activities include lectures, tutorials and others for internal evaluation (seminar, group discussion, laboratory work / demonstration session, mini project, library work, field work etc.).

a. A theory paper (which is equivalent to 100 marks of course load) should be of 4 (four) credit points which would consist of 3 hours of lectures and 1 hour of tutorials & other activities. A theory paper of 50 marks would have 3 (three) credit points: 2 hours of lectures + 1 hours tutorial (& others).

b. For science subjects with practical component one hour tutorial may be outside the stipulated hours for home work, preparation of lab note book, literature survey etc.

c. Practical papers / Courses would have one credit point for every 2 hours of laboratory work per week in a semester. If the number of hours per week is an odd number, appropriate adjustment be made to the nearest even number for example,

- 3 hours lab per day x 2 days per week = 6 hours = 3 credits
- 3 hours lab per day x 3 days per week = 9 hours = 4 credits
- 3 hours lab per day x 6 days per week =18 hours = 9 credits.

d. If the total number of practical courses is 18 hours per week, then 3 hours per week be devoted as home work for preparing the report (i.e. lab book) and other activity related to practical.

e. Project work would be of 12 credit points for 24 hours of work per week in a semester. The report / dissertation would involve activities such as literature survey, work done / experimental details, results obtained, modifications carried out, further improvement, computation, seminar, presentation, demonstrations, viva-voce examinations, and (if required) visit to other institutions or research lab for data collection etc. About six to nine hours of work may be allowed to such activities outside class hours and about 18 to 15 hrs of work for the laboratory work.

f. Other type of work such as departmental seminar, field visits would be compulsory for the student, but no credit or marks for internal evaluation be assigned for such activities. Moreover, class attendance should not be considered for internal (or external) evaluation. Attendance including that of departmental seminars would be treated under the University rules of minimum 75% attendance required for appearing in the examinations.

7.2 Total Credit per semester:

Each semester has a requirement of around 20-30 credits. For an 8-semester course this amounts to around 160-240 credits.

a. Core/ General courses are compulsory set of papers which also include those offered for specialization in each branch of the subject. The total credit assigned for the core courses would be not more than 80% of the total credits.

b. Elective courses: The essence of the credit system is the freedom of choice given to the students for opting for courses / papers within and outside the department. Moreover, student's mobility from one department to another be encouraged by- a credit transfer mechanism. However, the total credit points thus earned by opting for elective courses should be a minimum of 20% of the total credits.

c. Students' counseling by the teachers is a must to guide the students to opt for elective courses those are relevant to the concerned subject in which the student is registered for a degree. A teacher with minimum two years experience will be assigned the role of Faculty Advisor for a period of two years. The role of the Faculty Advisor will be to guide the students while planning and selecting the course-credit structure before forwarding it to the Academic Section.

d. The students may be allowed to complete the elective course at their own pace. For example, a student who wishes to opt for a course or do his / her dissertation / project work in another institution, may be allowed to do so after completing other requirements in the parent institution.

e. Better students may be allowed to take, extra-load (over the minimum number of required credits) in electives. The Grade Sheet / Transcripts would indicate the extra

papers as Audit Course, but the grades obtained by the students would not be used for the calculation of SGPA and CGPA:

In order to qualify for the B. Tech. degree, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be in the range of 160-240 credits with each semester having credit requirements of around 20-30 with minor adjustments.

No semester will normally have more than six lecture based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses subject to the recommendation of the Faculty Advisor and approval of Departmental Committee of Courses and Syllabi (DCCS).

In addition to the prescribed credit requirement (between 160-240) a student shall have to complete the requirements of Extra Academic Activities (EAA) like NSS, NCC etc, if introduced, and other pre-publicized components as specified under course requirements during the programme duration.

The course work requirements may be broadly divided into following four main groups of subjects:

- Humanities and Social Sciences
- Basic Sciences and Mathematics
- Engineering Sciences & Practice
- Professional Subjects

The total course package for a department consists of the following components:

Category of Courses	Minimum Credits to be Earned
Basic Science Core (BSc)	20
Engineering Science Core (ESc)	33
Humanities and Social Sciences Core (HSc)	10
Program Core (Pc)	85
Elective (Ele)	28
Department/ Programme Major Project (MP)	08
Mandatory Learning Courses (MLC)	06
Total	**190**

Every 4-year B. Tech. programme will have a curriculum and syllabi for the courses approved by the Academic Council of the University. DCCS will discuss and recommend the syllabi of all the under graduate courses offered by the department from time to time before sending the same to the Institute Committee of Courses and Syllabi (ICCS). The ICCS will consider the proposals from the departments and make recommendations to the

Academic Council for consideration and approval. The course formats will be made available by the respective departments. The first year, however, will contain Common Courses.

Medium of instruction, examination and project report will be in English.

The curriculum of an individual department may include industrial training for 8 weeks for every undergraduate student. Industrial training and/ or fieldwork are to be satisfactorily completed before a student is declared eligible for the degree. The curriculum for an individual department may show a credit allocation for industrial training. A report on the industrial training will have to be prepared by the student, evaluated by appropriate officials under a pre-publicized arrangement and submitted to the department. Normally industrial training will be arranged during the summer vacation following the sixth semester of studies.

7.3 MANDATORY LEARNING COURSES (MLC)

The Institute stipulates the following as Mandatory Learning Courses:
1. Environmental Engineering (ES101)
2. Professional Ethics & Human Values (HU201)

Even though, these courses carry no credits, passing them is **compulsory.**

8. REGISTRATION

Every student is required to register for the approved courses through the Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar

Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in the Academic Calendar on payment of an additional fee.

Only those students will be permitted to register who have:

1. Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,
2. Paid all required advance payments of Institute and Hostel dues for the current semester, and
3. Not been debarred from registering on any specific ground.

During registration following conditions must be fulfilled:

a. A student must pass all first semester courses before registering for the fifth semester and similarly all courses of 2nd semester has to be cleared before registering for the 6th semester.
b. Normally, a student will require to register with the number of credits offered for a semester by a department.
c. Students obtaining grade 'F' in any compulsory subject in any semester may clear it in the subsequent summer term examination or must repeat it in the next appropriate semester when it is offered.
d. Those who obtain grade 'F' in an elective subject may similarly clear the backlog in the summer term examination or, alternatively, register for any elective subject from within the same group of electives offered in the next semester.
e. In case of failure in Laboratory / Practical subject the student will have to re-register for it in the next appropriate semester.
f. Similarly, in case of failure in Extra Academic Activities the student will have to re-register for it in the appropriate semester of the next academic session.

A student who obtains a GPA lower than 4.00 with grade 'E' in some subjects or grade 'F' in some subjects may be permitted by the Dean / Appropriate Authority on the recommendations of the DCCS to repeat one or more E graded subjects along with the failed subjects, provided, the subject(s) is / are being offered therein.

When a student re-registers for a subject, in accordance with paras above, his / her new grade will be used for GPA calculation, whereas for CGPA calculation, the better of the two grades (the old and the new) of that subject will be considered.

Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions required to be fulfilled for registration.

9. DURATION OF THE PROGRAMME

Normally a student should complete all the requirements for undergraduate programme in eight semesters. However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 16 consecutive semesters (from the first semester registration) to complete all the requirements of the degree.

Students entering the Institute from other institutes through the Lateral Entry Scheme in the 3rd Semester are to complete the Degree within 7 years from the date of their actual registration into the 3rd Semester. The same will apply for students entering through the Vertical Entry Scheme from the Institute's Diploma Programme.

10. TEMPORARY WITHDRAWAL FROM THE INSTITUTE

A student who has been admitted to an undergraduate programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:

a. He / she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his / her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his / her guardian.

b. The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the B. Tech. Degree within the time limits specified in para 9 above.

c. There are no outstanding dues or demands in the Institute / Hostel / Department / Library / NCC / NSS.

A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.

Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme.

11. PROMOTION CRITERION

 The prescribed standards for promotion from a lower semester to a higher semester shall be as follows:
     1). Maximum number of 'F' grades that can be carried at any point of time is '**FOUR**' only.
     2) Minimum CGPA shall be **2.00 at each semester**.
     3) All First Semester subjects **must** be cleared before getting promoted to the 5th Semester and all Second Semester subjects must be cleared before getting promoted to 6th Semester.

12. TERMINATION FROM THE PROGRAMME

A student is required to leave the Institute on the following grounds:

a. If a student fails to secure a GPA of 2.0 at the end of any semester. However, a student securing a GPA below 2.0 may be allowed to continue in the following semester on the recommendation of DCCS and with the approval of ICCS. Subsequently the student will be issued a warning. Students who secure a GPA below 2.0 in two consecutive semesters will not be allowed to continue in the programme.

b. If a student fails in any course THREE TIMES, he/she becomes ineligible to continue and will be asked to leave the under-graduate program.

c. If a student is absent for more than **6 (six) weeks** in a semester without sanctioned leave his / her name will be struck off the rolls.

d. A student may also be required to leave the Institute on disciplinary grounds on the recommendations of the Students Disciplinary Committee.

13. VALUATION METHODOLOGY

Each answer script of End Semester Examination will be valued by two faculty members independently and the better score will be considered. If the difference in the score is greater than 10%, one more valuation of the script will be carried out by a new examiner and this score is considered final. Revaluation is not allowed in view of this fair and careful procedure adopted.

14. GRADING SYSTEM

14.1 Evaluation of Performance:

The student's performance is measured by the number of credits that he/she has earned or completed satisfactorily and by the weighted grade points average maintained by him/her. Also a minimum number of credits should be acquired for successful completion of a module. The grades awarded are based on fixed ranges of marks.

The institute will follow a ten point absolute grading system. The idea of this grading system is that very few students should fail (as the pass mark is 30) and that a very few students will obtain the highest grade. The conversion of marks into grade should be done as below:

Grade	Grade point	Range Of Marks	Description of Grade
A	10	90 – 100	Excellent
B	8	75 – 89	Good
C	6	55 – 74	Fair
D	4	40 – 54	Average
E	2	30 – 39	Poor
F	0	< 30	Fail
FA	0		Failed due to Attendance Shortage, reflected as 'F' in the Grade Sheet

Moderation: Moderation is done for theory papers for marks lying in the range 71-74 i.e. in the transitional range of Grade C and B. It is done to benefit a student who has been unable to get Grade B by a few marks provided he/she has obtained more than 75 marks in at least one another theory subject. Only two subjects will be moderated in a semester. Only two marks can be borrowed from a subject while moderation. Practical component papers will not be moderated.

Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester.
In addition, there shall be one transitional grades 'I' used by the instructors.
A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than 'I' or 'F' in that subject. A letter grade 'F' in any subject implies a failure in that subject.

The Transitional Grade 'I' used by the instructor:
The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent oneself from the end semester examination on account of:

i. Illness or accident which disables him from appearing at the examination.

ii. A calamity in the family at the time of the examination, which, in the opinion of the Institute, forced/ compelled the student to be away from the campus.

iii. A student will be eligible for the award of grade 'I' only if his / her attendance at classes and performance in other components of assessment are complete and satisfactory.

All 'I' grades awarded by teachers must be converted by them to appropriate letter grades and communicated to the Appropriate Section (through HoD) within one week of the

respective make up examination. Any outstanding 'I' grade not communicated within one week after the last scheduled make up examination will be automatically converted to an 'F' grade.

A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$\textbf{GPA} = (C_1 {}^*G_1 + C_2 {}^*G_2 + C_3 {}^*G_3 + \ldots + C_n {}^*G_n) / (C_1 + C_2 + C_3 + \ldots + C_n)$$

where n is the number of courses registered during the semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.

A Cumulative Grade Point Average (CGPA) will be computed at the end of each semester and communicated to the students along with the SGPA and the grades obtained by them for that semester. The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\textbf{CGPA} = (C_1 {}^*G_1 + C_2 {}^*G_2 + C_3 {}^*G_3 + \ldots + C_m {}^*G_m) / (C_1 + C_2 + C_3 + \ldots + C_m)$$

where m is the number of courses registered upto that semester, C_i is the number of credits allotted to a particular course, and G_i is the grade points corresponding to the grade awarded for the course.

Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CGPA from that semester onwards.

Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.

When a student gets the grade 'I' for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester will be tentatively calculated ignoring 'I' graded course (s). After conversion of 'I' grade (s) to appropriate grade (s), the SGPA and CGPA for that semester will finally be recalculated after taking the converted grade (s) into account.

There are, however, a few other academic requirements for undergraduate programmes where student will be awarded following two grades viz., 'PP' - Passed and 'NP' - Not Passed. All non-credit subjects (such as NCC / NSS, field visits etc) belong to this category. No grade points are associated with these grades and performance in these

subjects is not taken into account in the calculation of the GPA or CGPA. However, the award of the degree is subject to obtaining a 'PP' grade in all such subjects if introduced.

The Faculty Advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any credits and grade points. However, a student is not required to register again for passing a failed audit course.

If comparison of the performance of a student of C.I.T., Kokrajhar with those of other institutes using conventional evaluation method is desired, the following formula for converting CGPA to marks may be used:

For GPA $\geq$ 9.0, Equivalent % of Marks = $15 \times$ GPA $-$ 50
For GPA $<$ 9.0, Equivalent % of Marks = $10 \times$ GPA $-$ 5.0

14.2. ASSESSMENT OF PERFORMANCE

There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.

i. In case of theoretical subjects, the evaluation will be based on teachers' assessment, quizzes, mid semester examination and end semester examination.

   a. Class-tests or quizzes will be organized by the teachers concerned. This will carry 15% weightage. This will also be the basis of teacher's assessment.

   b. The mid-semester examination will be conducted by the departments. The mid-semester examination will carry 25% weightage. The results of performance of the students in the mid semester examination shall be announced by the teachers of the subjects concerned within a fortnight of the date of examination.

   c. The end-semester examination will be conducted centrally by the Controller of Examination of the University every semester. The end-semester examination will consist of one paper of each of the courses. Each of the papers will be of hundred marks and be of three hours duration. The end – semester examination will carry 60% weightage.

ii. For sessional subjects (Laboratory / Workshop / Field Work etc.), the evaluation will be on the basis of continuous evaluation and end semester examination / viva.

A record is to be maintained of the evaluation done of each session of sessional subjects (Laboratory / Workshop / Field Work etc.). The evaluation will be done by the instructor/ teacher concerned with inputs from Teaching / Lab Assistants.

   a. End Semester Examination will carry 60% weightage and
   b. Marks allotted under continuous evaluation will carry with 40% weightage

iii. The evaluation of the project work will be based on sessional work assigned by the teacher, seminar, project report and project evaluation committee's assessment.

iv. In case of other requirements such as seminar, comprehensive viva voce, extra academic activities etc., as determined by the grade awarding authority.

v. The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. The class-tests or quizzes will be organized by the teachers concerned.

vi. The weightage assigned to different components of assessment should be announced by the concerned teacher (s) in the beginning of the semester.

vii. The results of performance of the students in the mid semester examination shall be announced by the teachers of the subjects concerned within a fortnight of the date of examination.

viii. The final grades for a subject must be submitted after the end semester examination by the concerned teacher(s) to their Head of the Department for onward transmission to the Controller of Examination, Affiliating University/ Appropriate Authority within one week of the last date of the examination.

ix. Evaluation of Projects

   a. The project work is normally spread over a semester (8th). But if a department considers conducting the project work in two phases, it can be spread over to two semesters namely 7th and 8th semesters. This must be notified before hand and approved by DCCS and ICCS accordingly. At the end of first stage, the student is required to submit a preliminary report of his / her work by a prescribed date to the Project Coordinator / Secretary, DCCS and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester. The Faculty Advisor should be the Project Coordinator.

   b. The Chairman, DCCS will submit to the academic section the names of the project examiners at least two weeks before the submission of the second stage project. Three unbound, typed copies of the project report one for each examiner, prepared according to the prescribed format available in the academic section will be

submitted to the department at least one week before the probable date of oral examination. The oral examination will be held within two months from the date of submission of the project.

c. The department will record the date of submission of the project and arrange to send the project reports to the examiners. The project coordinator will inform the date of the oral examination to the examiners and send a copy to the academic section. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the Project Coordinator, who in turn will forward it to the Academic Section.

d. On successful completion of the oral examination, each student will be required to submit corrected bound copy of the project report one each to the department and the supervisor(s).

e. Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the DCCS in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to 'F' grade.

f. Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in the subsequent semester.

x. The evaluation of performance in Extra Academic Activities will be done by the authorities conducting them and they will communicate grades to the Academic Section.

xi. Students must pass separately in Semester Examination conducted by the University, Internal Assessments and practical components of all the papers.

xii. There will be no re-examination for any course. However, student can register once again either in a main or summer term course.

15. METHOD OF AWARDING LETTER GRADES

The teacher(s) shall submit two copies of letter grades to the HoD to which the subject belongs, by the due date specified in the Academic Calendar. The HoD will forward all grades to the Academic Section by the due date specified in the Academic Calendar.

All evaluated work in a subject except end semester answer scripts will be returned to the students promptly. End semester examination answer scripts and the sheet containing details of marks converted to grades, shall be preserved by the teacher(s) concerned for a period of one semester.

Changes in Grades Already Awarded: If a student feels that the grade awarded to him / her in a course is not correct, he/she may request the teacher of the course to show him / her the end semester answer script in order to ensure that all the questions have been evaluated, within one week of the start of the next semester.

16. EXAMINATION

In assessing the students' attainment in subjects (Theory, Laboratory, and Sessional), seminars, project work etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid semester examination and an end semester examination for every theoretical subject -- in addition to the teachers' assessment and quizzes etc.

A student may be debarred from appearing in the end semester examination due to the following reasons

a. If any disciplinary action is taken against him / her.
b. His / her attendance in the Lecture / Tutorial / Practical classes has not been satisfactory during the semester, and/or,
c. His / her performance in the sessional work done during the semester has been unsatisfactory.

In the event of a final year student failing in a Laboratory and / or Sessional subjects, the teacher concerned may, at his / her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student he / she will have to re-register for the same requirement in the earliest succeeding semester in which it is offered.

In the event of a final year student failing in a Laboratory and / or Sessional subjects, the teacher concerned may, at his / her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student he /

she will have to re-register for the same requirement in the earliest succeeding semester in which it is offered.

17. MAKE UP EXAMINATIONS

Students who have missed an end semester examination on valid reasons maybe awarded "I" grade. They are eligible for make up examination. They should make an application to the Appropriate Authority through the Instructor / HOD within seven days from the date of examination missed explaining the reasons for their absence.

Students who have obtained 'F' grade in any subject maybe allowed to appear in the Make-Up Examination with due permission from Appropriate Authority.

No make up examination will be scheduled for the mid semester examination and quizzes. It is entirely upto the teacher to ascertain the proficiency of the student by whatever means considered appropriate to him / her if he / she is satisfied of the bonafides.

Official permission to take a make up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Institute Medical Officer only. Students who are permitted to stay outside the campus or who have been authorized to be away from the Institute should produce a medical certificate from a Medical Officer not below the rank of a Civil Surgeon and endorsed by the Institute Medical Officer. Certificates from private medical practitioners will not be accepted. The Dean / Appropriate Authority with consultation with the HoD concerned can use his / her discretion in giving permission to a student to take a make up examination.

Make up examination will be held as per dates notified in the Academic Calendar. Make up examinations at any other time can be held with the permission of the Dean / Appropriate Authority with consultation with the HoD concerned.

18. WITHHOLDING OF GRADES

Grades shall be withheld when the student has not paid his / her dues or when there is a disciplinary action pending against him / her.

19. ELIGIBILITY FOR THE AWARD OF 4-YEAR B. TECH. DEGREE

A student shall be declared to be eligible for the award of 4-year B. Tech. degree which ever applicable if he / she has

a. Satisfactorily completed all the non-credit requirements for the degree viz - Extra Academic Activities, Industrial Training, etc (if any);
b. Completed all the credit requirements for the degree with grade 'D' or higher grade in each of the subjects (Theoretical, Laboratory, Workshop, Sessional etc), Seminar, Project etc;
c. Obtained a CGPA of 5.00 or more at the end of the semester in which he / she completes all the requirements for the degree;
d. No dues to the Institute, Department, Hostels, NCC, NSS etc; and
e. No disciplinary action is pending against him / her.

A student scoring consistently a CGPA of 8 or above in all course per semester of a branch will be eligible for a B.Tech degree with Distinction and the nomenclature for such a case be used B.Tech (Distinction). Students securing highest CGPA in the respective branches be awarded gold medal. The student securing highest CGPA overall be awarded Institute Gold Medal.

20. ADDITIONAL

Not withstanding anything contained herein above, the Executive Council of the affiliating University shall reserve the right to incorporate addition or alteration or effect deletion of all or any of the above clauses as it may deem fit and proper.

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